

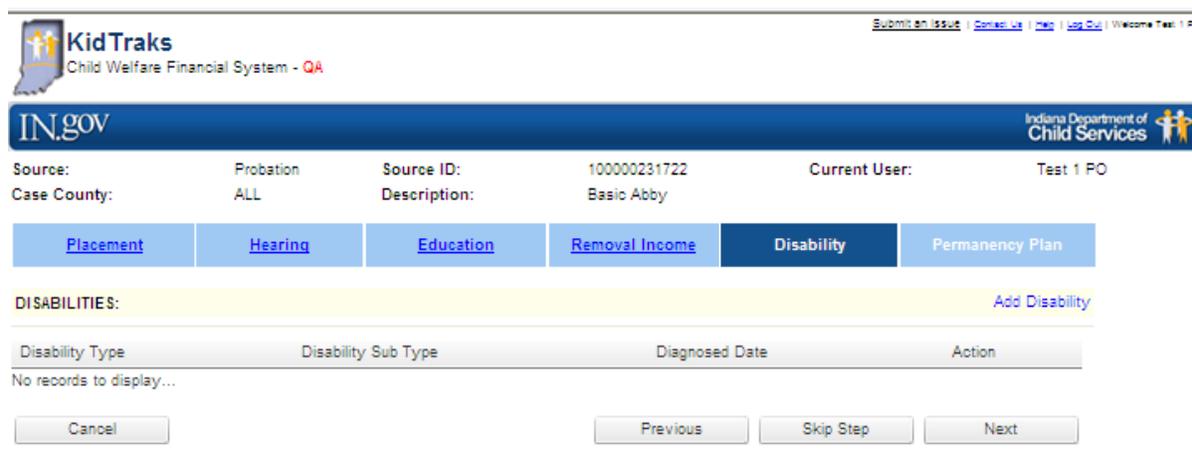
	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date:</b>
	<b>Section 7: Disabilities</b>	<b>Version: 1</b>

**GUIDANCE**

## Disabilities

DCS is required to include in their reporting to the federal government when children in paid placements have been diagnosed with disabilities. When working through the placement wizard, the PO may elect to “Skip Step” or click “Next” if the probation youth has not been diagnosed with any disabilities.

If the youth has been diagnosed, by clicking on the “Add Disability” button, the data fields will be enabled to enter the relevant data.



**KidTraks**  
Child Welfare Financial System - QA

IN.gov Indiana Department of Child Services

Source: Probation      Source ID: 10000231722      Current User: Test 1 PO  
Case County: ALL      Description: Basic Abby

[Placement](#)   [Hearing](#)   [Education](#)   [Removal Income](#)   **Disability**   [Permanency Plan](#)

DISABILITIES: [Add Disability](#)

Disability Type	Disability Sub Type	Diagnosed Date	Action
No records to display...			

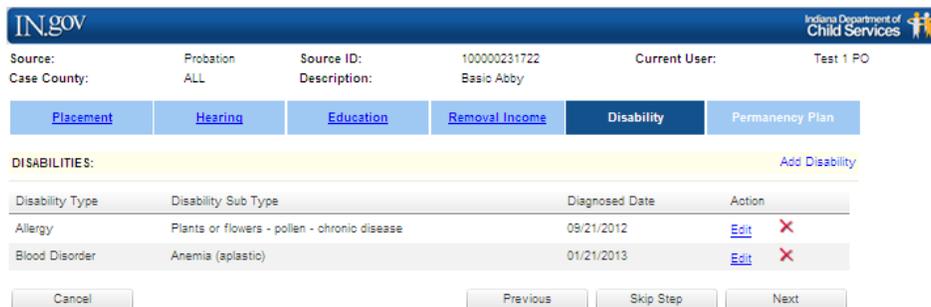
There are three data fields to be completed:

- **Date of Diagnosis** – use the calendar to set the approximate date that the youth was given this diagnosis.
- **Disability Code** – this is a drop down of broad categories of disability, including but not limited to: allergies, behavior, cardiac disease, chronic disease, educational challenges, physical disability, and substance abuse.
- **Disability Sub-Code** – this is a drop down of more detailed diagnosis under the larger disability code. For instance, sub-codes for “Behavior” include but are not limited to: abuses self, aggression, child frequently

disobedient, child has sudden mood changes, child is suicidal, and manipulates.



Once all three data elements are complete for a particular diagnosis, click “Save” and the information is saved to the larger screen. Additional disabilities can be added by continuing to click the “Add Disability” button.



Once complete, click the “Next” to continue on in the Placement Wizard.

If the youth has no disabilities, click “Skip Step” to continue to next screen.